



**FRANKLIN COUNTY CHILD
SUPPORT ENFORCEMENT AGENCY**
80 E. Fulton Street
Columbus, Ohio 43215

INTERNAL APPLICANTS

J O B A N N O U N C E M E N T

POSITION TITLE: Secretary 1 (Lead Worker)
(Bargaining) **PCN:** 084405

DEPARTMENT: Establishment **P. R.:** T4

REPORTS TO: Cynthia Thomas, Officer Manager

RESPONSIBILITIES: Assist in training new staff within the unit. Assist in preparing necessary training aids and/or resource guides for Secretaries and clerical staff in the Establishment Department. Work with the Office Manager and Department Manager to identify training needs. Provide leadership within the unit for staff with questions or concerns about specific procedural questions or client or staff interactions.

Provide secretarial and clerical support to the department. Receive, organize, review, and process cases. Type correspondence, review administrative and court documents for accuracy. Answer and return telephone calls. Handle confidential and sensitive inquiries from clients.

File, sort, organize, and distribute files accordingly, and research information concerning cases. Examine client files to verify all current, legal and required documentation is in file. Schedule hearings, and attend meetings and trainings.

MINIMUM QUALIFICATIONS: High School graduate or GED with one (1) year of clerical or secretarial experience; or any equivalent combination of training and experience.

STARTING SALARY: \$12.80/hour, plus a comprehensive benefits package.
120 Day Probationary Period.

DATE POSTED: Friday, January 8, 2016

DEADLINE TO APPLY: Friday, January 22, 2016

If interested, please go to www.franklincountyohio.gov/Commissioners/hr and apply on-line.

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